**NOTICE AND AGENDA OF REGULAR PUBLIC MEETING AND EXECUTIVE SESSION**

**OF THE GOVERNING BOARD OF**

**FLAGSTAFF JUNIOR ACADEMY & CHILDREN’S HOUSE**

**NOTICE**

Pursuant to A.R.S. 38-431.02, notice is hereby given to the general public that the Governing Board of Flagstaff Junior Academy & Children’s House will convene a meeting open to the public at the time, date and place indicated. Information regarding agenda items may be reviewed in the office of the Executive Director. The Board may vote to convene in Executive Session, which will not be open to the public, to discuss certain matters, as indicated on the agenda. These matters are marked by an asterisk (\*).The Governing Board of the Flagstaff Junior Academy & Children’s House may, by motion, recess into executive session to receive legal advice from the Board’s attorney(s) on any item contained in this agenda, pursuant to A.R.S. 38-431.03(A)(3), at any time during the meeting. The Governing Board may consider any item below in any order and at any time during the meeting. One or more members of the Governing Board may appear telephonically.

If any disabled person needs any type of accommodation, please notify Chyenne Schmidt at 774.6007 ext. 11 at least seventy-two (72) hours prior to the time scheduled for the meeting. Copies of the Board packet of information (except for any documents which are to be considered in an executive session) are available by contacting Hazel Willis at 774.6007 ext. 11.

Tuesday, May 13, 2014 5:30 PM at FJA Elementary School

306 West Cedar Avenue, Flagstaff, AZ 86001

**MINUTES**

**I. Call To Order**

The President called the meeting to order at 5:37 pm.

**II. Roll Call of Members**

John Doskicz, Melissa Bernasconi, and Todd Firth were present. Thomas Drumm and Chyenne Schmidt were also present.

**III. Presentations/Information/Reports**

* + 1. **President’s Report** -
       - 1. Number of Board Members - The FJA Policies and Procedures state there should be five board members on the FJA Board. Currently, FJA has only four board members. The Board is interested in recruiting new members who have financial, real estate, or education experience. The Board stated that FJA could recruit for new members with the help of Constant Contact emails, NACET, and the Coconino Community College small business contacts.
    2. **Director’s Report -** 
       - 1. Board Retreat - Drumm was able to schedule Kelly Peterson from FJA's law firm for the retreat, but he is having trouble scheduling a strategic planning facilitator. If he is not able to schedule a facilitator, he would like to postpone the board retreat until late summer or fall.
         2. Flagstaff Community Foundation (FCF) Grant Application - FJA is planning to apply for a FCF grant this summer. FJA would like to apply for $20,000 to fund a laptop cart for the middle school. A laptop cart would allow FJA to be better prepared for computer based tests and to offer students a word processing class. Bernasconi has had experience with the FCF grant process, and she would be willing to review the application and help plan the interview process.
         3. School Security Hardware Grant - Drumm notified the Board that FJA did not receive the grant that they applied for to install a new fence and locking gate at the Cedar campus.

Schmidt summarized the contractor estimates for building a new fence and installing a locking gate and video/lock release system. The Board suggested the Children's House funds may be a viable funding source for this security update.

* + - * 1. Shindig - FJA raised just under $3,000 at the Shindig. The Fundraising Committee met after the event to discuss how to improve the event and decrease costs next year. FJA mailed out donation/thank you letters to the community members who donated items, and they also ran a thank you ad on KNAU for a week after the event. FJA will also add a thank you to the next newsletter.
        2. Book Fair - FJA sold over $3,200 worth of books at the Scholastic Book Fair that was held in conjunction with Grandparents day. FJA will receive 50% of the proceeds in books for the classrooms.
        3. June and July Board meeting - Drumm confirmed that board members will be able to attend the June 10th and July 8th board meetings.
    1. **Business Manager’s Report -** 
       - 1. Financials - Schmidt provided an overview of FJA and the Children's House financials for the month of April. FJA saved approximately $15,000 during the month and had several significant revenue and expenditure items such as the Emergency SPED Grant deposit, Shindig deposit, Catalina deposit, San Juan deposit, Flagstaff IT costs, Catalina costs, and Music Teacher costs.

Firth asked for some additional information or training on the Profit and Loss statement. Schmidt explained the sections of the report, and how to interpret different categories, totals, and percentage over/under budget. Schmidt used the Special education categories as an example. Each individual category may be slightly over budget, but when you review all special education costs the category is significantly over budget. This will be an area of concern next year since FJA will not be able to able to offset costs with the Emergency SPED grant.

* + - * 1. 2014-2015 Budget - Schmidt asked how the Board would like to be involved in the Budget creation that is due in July. The Board would like to review a detailed copy of the Budget before it is due, and they will be interested in any changes from the current year.

**IV.** **Call To The Public**

There were no public comments.

**V.** **Consent Agenda**

1. Approval of Public Minutes and Executive Minutes dated April 17, 2014. - The minutes will be tabled until next meeting after there is further review to insure none of the Executive Session information was noted in Public minutes.

**VI. Old Business**

There was no old business.

**VII. New Business**

* + 1. Discuss with possible action approval of the revised Children's House Contract.
       - 1. Schmidt presented the spreadsheet that shows two contract options - a contract that has a break even for the Children's House and one that has a loss for the Children's House.
         2. Schmidt explained the methodologies for identifying the amount of FJA costs that FJA incurs on behalf of the Children's House. The Board suggested estimating the mortgage cost based on square footage, and being conservative in each of the categories estimates.
         3. Schmidt explained the Children's House revenues and expenses. She noted significant bad debt expenses in the Before and After Care program. The board suggested implementing new policies for late fees and penalties for late payments.
         4. The board suggested charging the Children's House for all of the FJA expenses, even if the costs would create a liability for the Children's House. After reevaluating the mortgage costs, the FJA expenses were almost the same as the contract for a loss that would deplete savings but not cause a liability.
         5. The Board asked that the contract discussion be moved to the June meeting when a contract could be drafted for the loss contract, and a better estimate of bad debt expense could be calculated.
    2. Discuss with possible action approval of the Bonito building lease.
       - 1. The lease is the same as the current year Middle School Lease with FUSD. There are many benefits to the current location including the pond, trails, and Thorpe park. There are some disadvantages to the building including sharing the space with other renters, noisy classrooms, and the locked front door that is not easily opened by school staff.
         2. Doskicz motioned to approve the lease. Bernasconi seconded, all were in favor.
    3. Discuss with possible action approval of vendor contracts.
       - 1. Schmidt explained there are several vendors who have contracts and are paid on an hourly basis such as specials teachers and the school counselor. Schmidt asked if the Board needed to be involved in the process of approving those contracts.
         2. Drumm clarified that his wife also has a contract with the school, and he would like to know if the Board would review the contract to prevent a conflict of interest.
         3. Doskicz stated that the board would review any contracts that could pose a conflict of interest, but the Director could approve all other vendor contracts.
    4. Executive Session - Student discipline hearing.
       - 1. Doskicz motioned to move into Executive Session at 6:04. Bernasconi seconded the motion, and all were in favor.
         2. Doskicz motioned to leave Executive Session at 6:47. Bernasconi seconded the motion, and all were in favor.
         3. Firth motioned to accept the HO recommendation. Bernasconi seconded the motion. Doskicz was opposed.
         4. Drumm clarified that the student is not expelled. FJA would implement A through D of the recommendation, but E (school counseling) would not occur. FJA would get recommendations for community counseling for the student.
         5. Firth cautioned the student that she be careful of how she communicates this message.
         6. The student's parents will work with Deanna to coordinate picking up and receiving homework. Parents requested that Drumm write a letter that student's stepmother tutor during homeschool rather than going to work with mother.

**VIII.** **Adjournment**

The President adjourned the meeting at 8:05. Bernasconi seconded the motion, and all were in favor.